

Mesa County

Community Corrections



Family Guide

"In partnership with our community we provide safe, quality solutions to all individuals we serve."

Friends and Family,

Thank you for taking time to support your friend or loved one who has entered the Mesa County Community Corrections program. They have many challenges and opportunities ahead as they navigate the reintegration process. We appreciate you taking a moment to read and understand the program expectations. Successful completion of the Community Corrections program is a process and your support and encouragement makes a difference.

Mesa County Community Corrections program is an alternative to jail and prison. The program was established with the expectation that participation would both enhance community safety and enable our clients to become successful in their communities. This guidebook is intended to be a reference, as knowledge of our rules will enable you to help our clients be accountable and succeed in the program. It is our hope that you will reach out with any questions or concerns.

Michelle Cooley, Director

Overview of a Client's Program:

When a new client enters the Community Corrections program, they are assigned a case manager (CM). The CM will conduct required assessments to determine what treatment opportunities the clients will be referred to. Community Corrections programs are expected to place clients in the level of treatment they assess for whenever possible. This means that if the person scores as being appropriate for a residential drug and alcohol treatment program they will be required to participate in that program as part of their Community Corrections stay. They may also be required to participate in treatment that matches their criminal history, such as Sex Offender Specific Treatment or Domestic Violence classes. Clients will progress through different groups and classes and families are encouraged to attend some treatment and education with them, including family education, financial classes or parenting groups.

In addition, clients in Community Corrections are generally expected to be working full time or engaging in educational goals. They are educated on how to make monthly budgets and weekly schedules. This gives them an opportunity to correct financial issues they may have acquired prior to entering the program. They all plan out their days and their expenditures to make sure that obligations are being met. Financially, clients are expected to pay restitution, court ordered child support, court fees, transportation and fees related to their classes and medical needs. They are encouraged to save money needed for re-entering the housing market and establishing their community residence.

There are 8 levels in the program starting at level 1, which is the most restrictive. Clients are placed on case plans that outline what needs to be completed to move forward to the next level. Each of the first 4 levels are completed in the residential building prior to being considered for placement in the non-residential portion of the program. As clients move through the levels they gain additional community access for family, leisure and recreational activities. Clients are encouraged to form new pro-social ties in our community, that are shown through research to reduce reentry into the criminal justice system. You may hear that your loved one is being asked to join a team, find a mentor, or regularly attend a support group. This is meant to help build larger networks of healthy accountable relationships.

Part of living in a Community Corrections setting involves participation in security functions. Clients will receive personal searches, property searches, substance tests, location checks and other accountability functions while in the program. This could include calling or stopping by the home they are at on pass, by their work location, or having the client use electronic means of locating them at random times.

DROPPING OFF ITEMS:

Property on the approved property matrix (See list of permitted items below) may only be dropped off within the first two weeks of the client's arrival. After this point, clients will need to request special permission through their CM for any other property drop-off.

Property may be dropped off at 636 South Avenue between 8 AM and 5:30 PM Monday through Friday. Approved items and up to \$50.00 in cash will be accepted. Be aware that smaller bills are more beneficial. Please note that each client is assigned one personal dresser (2 or 3 drawers) and has limited hanging space that will hold approximately one week's worth of clothing. Since space for client property is limited, staff may need to limit the items they accept.

Any items that are not listed on this property matrix cannot be accepted. All property must fit into the clients locker space. Food and beverage items will not be accepted.

Money sent through the mail will be deposited on the clients financial account. Clients have an established process to access any money in their account on a weekly basis.

If there is an item that is not on the approved property matrix that a client is asking for, they will need to put in a request to their CM. If you have any concerns reach out to the CM for clarification.

EXAMPLES OF ITEMS NOT PERMITTED: Unapproved cell phones, Unapproved credit or debit cards, and tobacco/nicotine products including but not limited to electronic or vapor cigarettes and accessories, oils, loose tobacco, or rolling papers.

Community Corrections Property Matrix

Listed below are allowable room items. Any items that are not listed on this property matrix are considered contraband (unless specifically authorized by staff). Client rooms will be audited for property compliance. All property must be stored within the closets and/or drawers provided in the living area.

<u>Personal Clothing</u>	<u>Hygiene Items</u> (no aerosol, alcohol, or acetone based items)	<u>Personal Items</u>	<u>Reading Materials</u>
2 pair of shoes	1 hair clippers	1 pillow case (non white)	4 approved books or magazines
1 pair of work shoes	1 pair shower shoes	2 sheets (non white)	1 approved religious book
1 robe/1 pair of slippers	1 hair brush/comb	1 blanket (non white)	
2 pairs of pajamas	1 pack of razors/1 electric razor	1 bedspread (non white)	1 dictionary
2 belts	1 beard trimmer	8 pencils or pens	<u>Jewelry</u> (not valued over \$50.00)
7 pair of pants or shorts	3 bars/1 bottle of soap	2 writing notebooks or 1 package of notebook paper	2 rings
15 total - shirts, undershirts, and/or sweaters	1 bottle each of shampoo and conditioner	1 book of stamps	1 watch
2 coats, sweatshirts, or hoodies	2 sticks of deodorant	1 box envelopes	1 necklace
required work attire	2 bottles of cologne, after shave, or perfume (alcohol free)	1 calculator	1 pair of stud earrings, or solid flesh-colored gauges approved by CM
2 pair of eyeglasses	2 toothbrushes/1 toothpaste	1 deodorizer (no plug-in, aerosol or stick on types)	<u>Electrical Items</u>
1 pair of sunglasses	1 bottle of hair product	personal papers (stored in drawers)	1 small clip on lamp, 12" or smaller
2 hats	1 can of shaving cream	4 CD's (non burned)	1 extension cord w/no more than two plug-ins (6' or shorter)
10 pair of socks/10 underwear	1 item of face wash product	1 house plant (container must be less than 4" diameter)	1 alarm clock/radio
2 ties	4 towels (non white)	1 shoe brush and 1 can of shoe polish	1 portable CD player/walkman or MP3 Player
2 pairs of gloves	7 washcloths (non white)	1 plastic cup or plastic water bottle (no Metal)	<u>Games</u>

needles and thread for sewing (no scissors)	1 bottle of mouthwash (alcohol free)	1 photo album	1 deck of standard playing cards
10 plastic hangers	1 bottle of lotion	2 plastic picture frames (not larger than 8x10)	XXX
5 bras and/or camisoles	1 set of tweezers	1 bike helmet	XXX
XXX	1 pair of nail clippers (3" or less)	1 MP3 player (no video capability)	XXX
XXX	1 bottle sunscreen/1 bottle insect repellent (8 oz)	1 mesh/fabric laundry hamper	XXX
XXX	2 bottles of nail polish	1 headphones (not valued over \$50.00)	XXX
XXX	1 hair dryer/1 curling iron or flat iron	contact lens/1 bottle of contact lens solution	XXX
XXX	1 bottle of nail polish remover (acetone-free)	Shower Caddy (no larger than 15 3/4" L x 10" W x 9 3/4" H)	XXX
XXX	1 box of feminine hygiene products	1 wallet	XXX
XXX	1 small box of cotton swabs/Q-Tips	1 purse (no larger than 9"H x 11"W x 5"D)	XXX
XXX	Makeup (must fit in quart-sized bag)	1 backpack (twenty-liter or less)	XXX

VISITATION:

New Clients are permitted to have visitors during designated visitation hours, provided that the visit does not interfere with the clients work schedule, program meetings, job searching, or counseling appointments. Visits must be requested by the client in advance and approved by their CM. They will be asked to provide names and dates of birth for any requested visitors. Visitors are then screened and approved on a case-by-case basis.

Eligibility for visitation may be affected by several factors. Prospective visitors with protection orders, no contact orders, or active warrants will need to have further review prior to approval. Staff may also cancel a visit due to any visitor being under the influence of a substance at the time of the scheduled visitation. Visitations are a way for clients to regain healthy support in their lives and start the process of a positive transition back to the community. Clients must be in compliance with program expectations to be eligible for visits.



Visitors will first check in with staff conducting visits. Visitors must have a picture ID in order to visit and must be appropriately dressed; this will be regulated by staff discretion.

Visitation guideline:

- Visitors may bring property drop-offs including up to \$50.00 in cash. This property will be given to the staff and searched prior to release to the clients.
- Visitors are allowed to bring a homemade or purchased meal to the visit to eat/share with their family members. No food may be taken from the visit into the facility.
- Visitors are allowed no more than two (2) family members/friends at the same time unless previously approved.
- Visitors are not allowed to bring animals to the visitation.
- Visitors are not allowed to pass property directly to a client.
- Physical contact should remain appropriate.
- Persons visiting a family member/friend must be at least 18 years of age or must be accompanied by their parent or legal guardian.
- Children must be under adult supervision at all times.
- No weapons, alcohol, or drugs of any kind are allowed in the visitation building.

Note: Staff reserves the right to refuse, revoke or terminate any visitation at any time.

FOOD/MEALS:

Clients are offered three meals per day that are approved by a dietician and meet dietary guidelines. Vending machines are also generally available. Clients are permitted to have a limited amount of individually wrapped hard candy and a plastic cup/bottle for water in their room.

Outside beverages or outside food delivery is only allowed when clients have earned incentives or during visitation.

MAIL:

You can send mail or packages via US Mail to your family member/friend at MCCC. Please send all mail to:

(Client's first and last name)

Mesa County Community Corrections
PO Box 20,000 Dept.5018,
Grand Junction, CO. 81502.

Packages sent by other carriers who cannot deliver to a PO Box may be sent to

(Client's first and last name)

Mesa County Community Corrections
650 South Avenue,
Grand Junction CO. 81501

All mail should be clearly labeled with the client's first and last name. If the intended recipient cannot be determined, mail will be returned to the sender.

Mail is subject to search and all packages will be opened or inspected. Mail is picked up from and delivered to the facility Monday through Friday, except on holidays. All mail will be distributed to clients on a daily basis.

If you are concerned if a package has reached our facility contact us and we will notify you if the client has received the package.

PHONES:

Clients have access to several payphones in each dayroom for all personal calls. Clients are able to purchase a phone card for IC Solutions if placed on their monthly budget. Family or friends may also place money on the client's pay phone account through the IC Solutions website or by calling their customer service number. When adding money to an account, you will need to choose "Mesa County Sheriff's Office: Powell" as the location.

[\(https://www.icsolutions.com/\)](https://www.icsolutions.com/)

[1 \(888\) 506-8407](tel:18885068407)

Clients also have access to a free phone for work, medical and treatment-related calls during dayroom hours. Clients will arrange usage through the coaching staff. Due to the volume of clients and calls, front desk staff can not take personal calls for clients, except in the case of an emergency.

Clients are generally not permitted to have a cell phone on entry to the program. As the client progresses in the program, they may become eligible. If approved for a cell phone, the phone will be subject to routine searches. If the client brings an unapproved cell phone into the facility it is considered contraband. Contraband phones will not be returned.

MEDICATION:

Community Corrections programs are required to monitor and store medications for clients' use. Clients are required to work with their medical provider on any medication needs and to take medication as prescribed.

Prescription Medications:

- All prescription medications must be turned in to staff immediately upon arriving at the facility.
- The prescription must be in the original packaging and sealed from the pharmacy with the receipt and instructions.
- All medication needs to be counted and entered by staff prior to any medication being taken.
- The client is responsible for reordering and payment of all prescription medications.
- The client may complete a "fill and bill" request to Palisade Pharmacy. Medications will then be delivered by courier and billed to the client's financial account.
- Prescriptions must be taken exactly as prescribed and taken under staff supervision. Changes to medication instructions must be approved by a doctor.
- All schedule II, III, and IV controlled medications (including narcotics) must be taken at the facility. The client may be placed on hold (not allowed to leave the building) until 24 hours after the last dose of a narcotic/controlled substance is taken. Controlled medications may not be removed from the facility.

Over-the-Counter Medications:

- The only approved non-prescription medications are those provided by the facility.
- Clients are not permitted to keep over-the-counter medications in their room. Multivitamins and other food supplements and sleep aids are not allowed. In the case that a client has a medically documented deficiency or diagnosis from a physician the supplement request will then be reviewed by Management.
- Due to drug testing restrictions, clients may not take medications that contain: Ephedrine, Dextromethorphan (DM) (DXM), or alcohol.
- Poppy seeds, diet pills, or protein supplements are prohibited while in the program.

EMPLOYMENT/JOB SEARCH:

Clients are expected to actively seek and maintain full-time employment in order to progress in the program and gain financial stability. MCCC employs a Community Resource Specialist to guide and assist clients in finding employment. Clients will learn job searching skills including resume preparation, interview practice, and computer usage. We want to encourage clients to build skills that will help them in their future, giving them a strong sense of self-worth and the ability to support themselves and their families.

Expectations Regarding Employment:

- Must be preapproved for work that provides services in occupied private residences
- To gain a healthy work-life balance clients are only allowed to work six days in a row
- Would need to gain approval to start a new business while in the program
- Needs to have approval to work for themselves, family members or other clients
- Client's sobriety is important therefore working around alcohol may be approved on an individual basis
- Must have taxes taken out of paychecks and receive a printed pay stub
- Must have prior approval to work out of the county
- Must provide proof of tips if applicable
- Must get CM approval to seek a second job

All money earned after entry to the program will be deposited to the client's trust account. Funds are available for personal use, and clients will plan the usage through the budgeting process, in cooperation with their CM. Building financial stability will allow clients to transition back into their own residences in a healthy and productive way.

In cases where clients may be physically unable to obtain employment, it is important to have a full-time program of positive healthy activities. These activities may include vocational programs, treatment, educational programs, volunteer work, community service, or a combination.

PERSONAL PASS TIME:

As clients progress through the program and complete supervision requirements, they increase the amount of time allowed outside of the facility. This privilege is intended to help them develop positive, healthy support systems in the community. While your family member/friend is under MCCC supervision, they are subject to specific requirements. This includes that staff check on them frequently during passes and that alcohol, drugs, and firearms are not present. If you have any questions regarding pass time, please reach out to their CM.

	Level One	Level Two	Level Three	Level Four
Community Involvement Time per week	N/A	3 Hours	4 Hours	5 Hours
Fitness Time per week	2 Hours	4 Hours	6 Hours	8 Hours
Personal Pass Time Allowed per Week	4 hours if employed 2 hours if unemployed	8 Hours	12 Hours	16 Hours (22 Hours with NR Location)
Pass Time Out Total in One Day	4 hours	12 Hours	12 Hours	12 Hours
Time at Non Landline Unverifiable Location	3 Hours	6 Hours	9 Hours	12 Hours (with GPS)
Location Boundaries	30 Minutes of Facility (in Mesa County)	30 Minutes of Facility (in MC)	45 Minutes of Facility (in MC)	1 Hour of Facility (with GPS) (in MC)
	N/A	N/A	Food or Refreshment Stops up to 15 min	Food or Refreshment Stops up to 15 min
Time range allowed to be out of the building	6:00 AM to 6:00 PM	6:00 AM to 7:00 PM	5:00 AM to 8:00 PM	5:00 AM 9:00 PM
Park/Outdoor Rec Curfew	DARK	DARK	DARK	DARK

Community Involvement: Club, Volunteer Time, Church, Bible Study, Group, or other Pro-Social Event

Fitness: Passes taken for the purpose of physical fitness, i.e. gym, walking routes, biking or hiking.

Unverifiable Location: Any place that there is not a landline that staff can call and readily reach the client.

Food or Refreshment Stop: Food or refreshment stops (in direct route to or from) allowed no more than 15 minutes on level three or higher, must inform staff prior to stop.

No Inappropriate Locations: Any store or business that has it's primary source of income from an industry that is not conducive program expectations, (to include but not limited to i.e. pornography/adult industries, gambling, alcohol, marijuana, paraphernalia shops)

Tobacco, Drugs and Alcohol:

The Community Corrections program houses many different people with differing substance abuse histories. Clients receive assessment and referrals for substance abuse treatment as needed. In order to maintain a safe and supportive living environment, the MCCC program **requires clients to remain substance free as a condition of their placement.** Clients will have random drug screening throughout their stay.

- Tobacco or nicotine products are not permitted in the MCCC dayrooms.
- Clients shall not use alcohol, illegal drugs, marijuana or any unauthorized medication or substance including herbal smoking products.
- Possession of electronic vapor cigarettes, accessories, oils, loose tobacco, or rolling papers are prohibited in the dayrooms.
- Possession or use of prohibited items or substances will result in disciplinary action, up to removal from the program.

Use or possession of substances compromises the recovery of the community as a whole,
is not acceptable behavior, and is taken very seriously.

Entertainment:

Clients may have the option to bring in DVD movies (rated PG-13 or below) to be played on the weekend, it is their responsibility to store the movie and remove it from the facility when not in use. MCCC is not responsible for lost movies. Any unclaimed DVDs will be disposed of.

Clients are allowed to listen to music through an approved MP3 player. They may use this in their bedrooms and dayrooms with headphones.

Clients have access to TV throughout the open dayroom hours.

Books are available in the dayrooms and each client can also have individual books and magazines.

Dayrooms are stocked with games and puzzles. Clients are not allowed to gamble.

FREQUENTLY ASKED QUESTIONS:

How will I know when my family member/friend arrives? Can I visit them as soon as they arrive? Upon arrival to the program, clients are permitted to make phone calls from the facility to notify friends or family that they have arrived. Visits will be scheduled after the client has completed an orientation meeting with their CM.

How long will my family member/friend be in the program? There is no set timeline for completion of the program. Each client will have a structured individual program with different goals and requirements that will affect the length of their stay. Advancement through the program is based on compliance with those requirements. Most clients will progress through residential programming in approximately 9 to 12 months and then will continue to receive supervision while living in the community for the remainder of their sentence.

How much money can I give my family member/friend? You may bring up to \$50. It's suggested that you bring quarters or small bills as staff are not able to make change. After that, clients will work towards being financially self-sufficient.

How do I find out if my family member/friend is doing well in their program? Generally, CMs and residential staff will provide general information about the overall program. If you have any questions or concerns regarding your family member/friend's program, you may be able to attend a meeting with them and their CM.

Should I assist my family member/friend with program fees? MCCC provides clients with opportunities to be financially self-sufficient. They will be educated on how to complete monthly budgets that include program fees, costs of treatment, restitution, spending, living expenses and other miscellaneous costs. We ask that family and/or friends do not make payments on their behalf.

What is an Administrative Review? Administrative Review is a team of Directors and Management staff who review a client's progression in the program or current violation in the context of their overall history, along with behavior and progress. The panel will make decisions related to clients placement between residential, non-residential, jail placement and to determine if they will remain in the program or be removed.

My family member/friend was removed from the program. How can I pick up their property? Clients are asked to designate a contact person to pick up their property in the event that they are removed from the program and to update the information if it changes during their stay. If a client is placed into custody or has an unauthorized absence from the program, staff immediately packs up the client's remaining property and it is held in locked storage until it is determined that the client will not be returning to the facility. Staff will notify the designated pickup person by phone and that person will have 14 days to pick up the items. If you are not an approved contact, you will not be able to pick up the family member/friend's property.

If your question isn't answered here, please give us a call (970) 244-3300, and we would be happy to assist.